



Policy: 1120
Procedure: 1120.06
Chapter: Confidentiality
Rule: Maintenance of the Mental Health Records

Effective: 10/12/07
Replaces: 1120.07
Dated: 07/15/05

Purpose:

Arizona Department of Juvenile Corrections (ADJC) shall ensure that each juvenile in custody has a Mental Health Record containing information to support, document, and communicate his/her mental health care and shall safeguard it from any unauthorized use, access, loss, or destruction. While the mental health record is the property of ADJC, the content is the property of the juvenile.

Rules:

1. The **MEDICAL RECORDS LIBRARIAN (MRL)** shall:
 - a. Create a Mental Health Record for each juvenile upon his/her admission to an ADJC secure-care facility;
 - b. Ensure that:
 - i. The Mental Health Record is stored in an area that can be double-locked; and
 - ii. Access to keys to records areas is highly restricted.
2. The **MRL** shall ensure that each Mental Health Record consists of six sections and maintain the sections as follows:
 - a. **Section I (Intake):**
 - i. Juvenile Face Sheet;
 - ii. Form 4250C Psychology Associate II File Review Form (from Reception, Assessment, and Classification);
 - iii. Form 4010.01A Legal Requirements Commitment Checklist;
 - iv. Court information:
 - (1) Order of commitment;
 - (2) Disposition minute entry;
 - (3) Adjudication committing offense(s);
 - (4) Juvenile profile;
 - (5) Policy report(s) for committing offense(s);
 - (6) Disposition report;
 - (7) Incident reports generated during current detention period; and
 - (8) Sex offender registration information.
 - b. **Section II (Suicide Prevention):**
 - i. Documentation of any suicidal behavior or ideation prior to admission;
 - ii. Form 4250A Initial Precautionary Risk Assessment; and
 - iii. Form 4250E Crisis Intervention Assessment (CIA).
 - c. **Section III (Assessment/Evaluation):**
 - i. Psychological and psychiatric reports, including mental health treatment summaries received from courts or previous treatment facilities;
 - ii. Personalized Feedback Report;
 - iii. All assessments and evaluations completed while the juvenile is in the custody of ADJC; and
 - iv. Form 4250G Transfer Summary(ies).
 - d. **Section IV (Case & Treatment Planning):**
 - i. Form 4200.07B Multi-Disciplinary Team (MDT) Monthly and Staffing Review;
 - ii. Form 4200.07C1 Monthly MDT/Staffing Update;
 - iii. Form 4200.07D Child and Family Team Meeting Notes;
 - iv. Previous case/treatment plans received from outside agencies;
 - v. Form 4060.01 Individualized Behavior Plan;